

# GOOLLELAL PRIMARY SCHOOL P&C ASSOCIATION

## Meeting Minutes

Tuesday 25 July 2023

## General Meeting

**ATTENDEES:** Lorryne Grullis, Jo Twomey, Sarah Burns, Paul Fulle, Tina Whinnen, Rita Tuohey, Caitlin Merritt, Laura Holloway, Stacey Cain, Tiesha McGill, Abi Jones, Megan Finkelde, Ruby Thach, Amy Marshall,

**APOLOGIES:** Christine Gosgrave, Karen Haseldine, Linda Scrivens, Em Yeatman, Vanessa Furlong, Stacey Ollerenshaw, Deanne Gray, Anna Lurie, Cheryl Gill, Katey O'Donovan,

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### 1. MEETING OPENING & WELCOME

The President opened the meeting at 6.35pm and welcomed all new and existing Committee members.

### 2. RECORD OF ATTENDANCE

Taken.

### 3. CONFIRMATION OF PREVIOUS MEETING'S MINUTES

Meeting minutes dated 3 May 2023 were tabled.

**Motion:** That the minutes presented be accepted as a true and accurate record of that meeting. Abi Jones and Laura Holloway confirmed. Motion was carried.

### 4. BUSINESS ARISING FROM PREVIOUS MINUTES

#### 4.1 CYBER SAFETY EVENT

- Paul Fuller discussed the success of the cyber safety events put in place by school - 2 events - parents and kids, both positive feedback.
- Parent event open to other local schools and very positive feedback for invaluable event, not huge turnout so would be good to see more faces but possibility of running a similar event next year.

#### 4.2 CANTEEN SUBCOMMITTEE

Sarah burns presented the subcommittee report stating the first meeting went well. Areas of focus were: sustainability with staffing, menu overview and pricing, and outlining of roles and responsibilities for volunteers. Goals established as follows:

- We now have 8 regular staff, including 4 senior members and 4 regular casual, also additional casual persons from within a pool of volunteers. Em suggested each class take

turns with parent volunteers so each class is allocated a week where it is their responsibility to volunteer, still in progress but we already have more volunteers which takes off the pressure.

- Menu reviewed- traffic lights system and simplified, cut things not profitable etc
- Terms of reference and communication issues - Roles and responsibilities clearly outlined and more autonomy. Can be found in P&C folder.
- Em found suppliers, found balance with profit margins, request for GF from parent.

Other ideas were agreed to be revisited when all senior members of canteen subcommittee present.

- There has been request for GF options for a coeliac student, is this practical, cost effective, safety concerns etc?
- Sarah Burns raised the question of the balance of sub-committee and P&C involvement. What can be agreed on by subcommittee and when do we need to involve the rest of P&C? Should the canteen be a service to school community or fund raising, what do we want to achieve?
- Catilin Merritt voiced concerns of GF option as kitchen not GF, therefore has to be pre-packaged. Will the students actually be purchasing? Discussion followed to present survey?
- Paul Fuller concerned that more surveys we send out gains less response, and need to show actions from responses we do receive. Act within P&C is best option.
- SB - needs to be practical, do we need individual microwave?
- **Agreed action** that P&C need to make the decisions, Sarah Burns to have further conversations with the GF parent.

Abi voiced concerns over Traffic light system, but stated there is less variety now which means we are adhering to it.

Consensus – all happy for subcommittee to make necessary decisions.

- Em Yeatman would like approval to get the oven warmers clean. SB quote \$110 each warmer totalling \$220, approval accepted.
- Some complaints that some children have been rude to volunteers, Paul Fuller addressed individuals concerned when this arose and consequences discussed.
- Actions from previous meeting have been addressed and resolved - Problems with labels have been fixed and fridge repaired.

## 5. REPORTS

### ***5.1 President's Report***

Lorrayne Grullis submitted a proposal for a second termly meeting. Long time between meetings and lots of content. Can we hold 2 shorter meetings? Idea presented to room for discussion.

- Laura H proposed could it be ad hoc, when needed rather than 2 every term? Sarah B suggested 6 meetings across the year?

- Vote – yes 6 – trial it with another meeting this term but not compulsory attendance. Meeting agreed to be held during Week 6 - Tuesday 22/8 @ 630pm

**Ladies night - paint and sip.** Lots of school events but would like to add an additional event.

- Already found and looked into company, \$15 per tix with a max of 50 people, proposed charge \$45 for tix, possible liquor license needed, can the company provide license? Suggested of 1 glass with tix,
- Paul Fuller - as long as requirements met all supportive.
- **Action - LG** to check with wine allowances, liquor licenses, what do they have as a business?
- Idea positively received – **1<sup>st</sup> sept** possible date. Poster created to be distributed when authorised.

Lorrayne presented idea of introducing a **Goollelal beanie** – needs to be board approved – term 2 next year pending approval.

- Could be sold on qkr – \$7 profit – availability for future – not compulsory.
- Paul Fuller discussed need for uniform policy to be determined by school board- dress code will be discussed at next meeting – PF taking idea to board to be considered next week. **Action** – PF to address board and feedback. At present lots of different beanies that aren't uniform.

Crosswalk warden on Cadogan Street investigated, and turned out not as busy as it seems not necessary. No further action needed.

## **5.2 Treasurer's Report**

The Treasurer, Tina Whinnen, submitted the Treasurer's & Income Reports (please see attached). Summarised the profits made at events and income P&C Contributions –

- Bunnings and Mother's day events very successful
- received 5 more contributions in May & June 2023. Some confusion with people paying multiple times for contributions
- Abby's Kitchen - \$5.7K profit made this year
- Uniform Pop Up - \$17 collected in May & June 2023.
- Entertainment Books – \$28 Commission received in June 2023.

Upcoming events - Father's day and colour run

Tina discussed payments made this year as detailed in report.

- Mothers Day Coffee Van – Cost \$526. Received very well by the school community however have to remember that we aren't supposed to be spending too much on 'gifts' as funds are supposed to be used to benefit the school kids.
- Bank account update. We currently hold a Bankwest Business account and as of September Bankwest are closing all business accounts. We are in the process of opening a new bank account with Commonwealth Bank.

- Goollelal Primary School P&C wish to open a new account with CBA in the name of Goollelal Primary School Parents & Citizens Association. This account will be 2 to sign, with the signatories being Tina Whinnen (Treasurer), Lorryne Grullis (President) and Jo Twomey (Secretary). We wish to have online banking included on this account and also a cheque book and deposit book. We would also like to find out the cost of an eftpos machine or square device as this is useful for certain events that the P&C Assoc hold.
- PF to **action** - removal of the old account details from the website
- **Action** – P&C to create FB post to notify parents that it is no longer in use and new details will follow. Payments can still be made through QKR as usual.

### 5.3 Canteen Report

Discussed during 4.2 with Canteen subcommittee report

### 5.4 Principal's Report

The Principal, Paul Fuller submitted the Principals Report (please see attached).

- Goollelal PS has been selected to participate in the Centre for Excellence for Literacy. This will enable us to raise level of achievement – professional learning for teacher and students. 20 schools have been partnered with more established schools, Caladenia Primary is our paired school – benefit greatly as a school with positive impact on children's learning.
- Athletics carnival 8/9 – interschool will be 20/10 – Vanessa Furlong will be coordinating.
  - Format changed slightly – circuit format for team games allows more child participation. This a good model used by other schools.
  - Parent volunteers needed and allows to watch children within specific year group with new format
  - SB - who is coordinating volunteers? **Action – Sarah Burns** will gather volunteers when needed. Who is designated for dots and organising? PF is looking into this.
- Book week 21-25 August – this years theme is Read, Grow, Inspire,
  - coordinated by Ali Hegan but looking for new coordinator for next year,
  - Amy Marshall has offered to take pics
  - Author visit for Thursday and dress up day Friday that week
- Community fundraiser - Over \$3000 was raised for family in need.
  - This term pyjama day 11/8 - Fostering Hope charity, based in Wangara and are also happy to take donations.
- F45 – vouchers presented to use as needed for p[rized etc.

Amy Marshall wanted to provide feedback as class rep, will children be involved in decision making with the new stage of playground?

- Caitlin Merrit explained that children were consulted at random that were playing and P&C also surveyed the whole school community in 2022 and will provide info in next newsletter to explain process and decisions made.
- Noted PS - the P&C will be adding a discussion of the Nature Play as a standing item to future P&C agendas as agreed by the president.

LH raised the possibility of a bike path near driveway – she looked into it but there are some restrictions – Paul stated the school is supportive of the idea but just not much funding.

Idea positively received by P&C and school

- **Action - Laura Holloway** to investigate further - Can we look at grant? Fundraising opportunity?

## 6. SCHOOL BOARD UPDATE

Next meeting is scheduled 2 August – some things for agenda include uniform – beanies etc

## 7. UPCOMING EVENTS CALENDAR

### 7.1 FATHERS DAY STALL

- Abi Jones 29/8 – need money for gifts - \$700 approved

### 7.2 ATHLETICS CARNIVAL

Canteen lunch orders – Megan previously organised – Reid W Co – what are the options? Very busy morning – not sure worth effort v time. Option of coffee van only suggested. Volunteers who are collecting food orders are missing out on the carnival. Suggestion to open canteen for icecreams and drinks positively received. Advertise in advance, cash or eftpos. Leftover drinks form sausage sizzle to be used also.

**Action - Lorryne** to book coffee van

### 7.3 FATHERING PROJECT

Shawn Twomey is organising a fathers and kids sports and pizza afternoon on the oval- 15/9 – to organise a small fee of \$5 to cover the costs of food. He will look at advertising and gaining some further parental support to assist in the running of games. He is contacting Paul Fuller this week to finalise arrangements and advertise.

Must be inclusive for all parents and children to participate.

### 7.4 COLOUR RUN

22/9 Shared event with school – P&C fundraising , school logisitics,

Ordering powder – school orders to claim GST - Volunteers to put powder in bottles,

Confusion with forms – unnecessary addition – CM

LG - Creaney use mycause as fundraising platform – kids register under their class, we could do prizes - easy to use link through FB – happy to action if we go ahead, free link no need to commit. Easier to raise funds in wider community and create more incentive, forms get lost.

Can they take international payments? -raised by Amy Marshall – looking into this as a possibility

Suggestion to use similar platform for raffle tix sales if it works

Tina Whinnen suggested our new bank can assist with this hopefully-

**Action - Caitlin Merritt** to look at setting up MyCause or similar

## **7.5 WORLD TEACHER DAY**

27/10 –

## **7.6 DISCO**

Linda submitted a summary for the current plans including proposed costs

- Booking confirmed for Friday 17 November
- Kindy to be allowed entry 15 mins earlier to familiarise themselves with the room as less daunting and also quite late for the little ones
- \$2 pizza slice, killer pythons and chips for sale again
- Heroes and Villains theme

Further discussion postponed for next meeting

## **7.7 BUSY BEE**

No date yet – Paul will investigate but awaiting for gardeners health to be fully regained.

## **7.8 CRAZY SOCK DAY**

Item postponed for next meeting

## **7.9 EDU DANCE**

Item postponed for next meeting

## **8. OTHER BUSINESS**

Lorraine Grullis - PACMOM – Member of the Moment – some nominations by other members and there was a tie – but awarded to Abi Jones – great work with Mother's Day stall and always helping and on ground when needed.

## **9. NEXT MEETING**

The next meeting date was confirmed for Tuesday 22/8/2023 @ 6:30pm

## **10. CLOSE**

The meeting was closed at 7.58pm and attendees were thanked for their participation.